SKILLS SURVEY
(Skills Survey of the Employed British Workforce)
Universities of Leeds and Leicester
with Social and Community Planning Research
QUESTIONNAIRE
January, 1997

EDUC: Educational attainment
GPAYP: Gross hourly earnings
B2SIS: Sector of industry
B3SOC: Occupation

      A2
      INTERVIEWER: ENTER SEX OF RESPONDENT
      1 Male   "Male"
      2 Female   "Female"
       {SEX}

      A3
      What was your age last birthday?
      Range : 14..95
        {AGE}

    B11
    How many hours per week do you usually work?
    INTERVIEWER: EXCLUDE MEAL BREAKS BUT INCLUDE 'USUAL' OVERTIME.
    IF 'It varies' PUT 0 AND ANSWER NEXT QUESTION.
    Range : 0..168

    B21c
    SHOW CARD B.
    If you were looking for work today, how easy or difficult do you
    think it would be for you to find as good a job as your current one?
    1 Veasy "Very easy"
    2 QEasy "Quite easy"
    3 QHard "Quite difficult"
    4 VHard "Very difficult"

    B21d
    Do you think there is any chance at all of your losing your job
    and becoming unemployed in the next twelve months?
    1 Yes   "Yes"
    2 No   "No"

    IF B21d=Yes THEN
         B21e
         SHOW CARD C.
         From this card, how would you rate the likelihood of this
         happening?
         1 VLike "Very likely"
         2 QLike "Quite likely"
         3 Evens "Evens"
         4 QUlike "Quite unlikely"
         5 VUnlike   "Very unlikely"

The following questions all ask you to choose one answer from
those listed on the screen. Please choose your answer by PRESSING
THE NUMBER NEXT TO THE ANSWER YOU WANT TO GIVE and THEN PRESS THE
LARGE KEY WITH THE RED STICKER. Please ask the interviewer if you
want any help.

You will be asked about different activities which may or may not be part of
your job.
At this stage, we are only interested in finding out @Iwhat types of
activities your job
involves and how important these are@I. If the activity is NOT part of your
job,
please use number 5.

Now PRESS 1 and then the key with the RED STICKER to continue.
1 CONTINUE   "Press 1 and <ENTER> to Continue"

IF JAComp=JAIntvr THEN
    JAIntI
    INTERVIEWER: As this SECTION (J) is to be completed by you,
    please READ OUT THE QUESTION AS NORMAL.

    Now PRESS 1 to continue
    1 CONTINUE   "Press 1 and <ENTER> to Continue"

ALL
    JA1
    Firstly, in your job, how important is
    paying close attention to detail?
    1 Essntl   "Essential"
    2 VeryImp   "Very important"
    3 FairImp   "Fairly important"
    4 NotVImp   "Not very important"
    5 NotAtAll   "Not at all important/Does not apply"

    JA2
    In your job, how important is
    dealing with people?
    1 Essntl   "Essential"
    2 VeryImp   "Very important"
    3 FairImp   "Fairly important"
    4 NotVImp   "Not very important"
    5 NotAtAll   "Not at all important/Does not apply"

    JA3
     (And how important is)
    Instructing, training or teaching people, individually or in groups?
    1 Essntl   "Essential"
    2 VeryImp   "Very important"
    3 FairImp   "Fairly important"
    4 NotVImp   "Not very important"
    5 NotAtAll   "Not at all important/Does not apply"

    JA4
     How important is
    making speeches or presentations?
    1 Essntl   "Essential"
    2 VeryImp   "Very important"
    3 FairImp   "Fairly important"

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4   NotVImp        "Not very important"
5   NotAtAll       "Not at all important/Does not apply"


JA5
(And how important is)
Persuading or influencing others?
1   Essntl               "Essential"
2   VeryImp        "Very important"
3   FairImp        "Fairly important"
4   NotVImp        "Not very important"
5   NotAtAll       "Not at all important/Does not apply"


JA6

(And how important is)
Selling a product or service?
1   Essntl               "Essential"
2   VeryImp        "Very important"
3   FairImp        "Fairly important"
4   NotVImp        "Not very important"
5   NotAtAll       "Not at all important/Does not apply"


JA7
In your job, how important is
counselling, advising or caring for customers or clients?
1   Essntl               "Essential"
2   VeryImp        "Very important"
3   FairImp        "Fairly important"
4   NotVImp        "Not very important"
5   NotAtAll       "Not at all important/Does not apply"


JA8
(And how important is)
Working with a team of people?
1   Essntl               "Essential"
2   VeryImp        "Very important"
3   FairImp        "Fairly important"
4   NotVImp        "Not very important"
5   NotAtAll       "Not at all important/Does not apply"


JA9
(And how important is)
Listening carefully to colleagues?
1   Essntl               "Essential"
2   VeryImp        "Very important"
3   FairImp        "Fairly important"
4   NotVImp        "Not very important"
5   NotAtAll       "Not at all important/Does not apply"


JA10
(And how important is)
Physical strength (for example, to carry, push or pull heavy objects)?
1   Essntl               "Essential"
2   VeryImp        "Very important"
3   FairImp        "Fairly important"
4   NotVImp        "Not very important"
5   NotAtAll       "Not at all important/Does not apply"


JA11
(And how important is)
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   Physical stamina (to work for long periods on physical activities)?
   1  Essntl           "Essential"
   2  VeryImp      "Very important"
   3  FairImp      "Fairly important"
   4  NotVImp      "Not very important"
   5  NotAtAll     "Not at all important/Does not apply"

   JA12
   (And how important is)
   Skill or accuracy in using your hands or fingers (for example, to mend,
repair,
   assemble, construct or adjust things)?
   1  Essntl           "Essential"
   2  VeryImp      "Very important"
   3  FairImp      "Fairly important"
   4  NotVImp      "Not very important"
   5  NotAtAll     "Not at all important/Does not apply"

   JA13
   In your job, how important is
   knowledge of how to use or operate tools/equipment/machinery?
   1  Essntl           "Essential"
   2  VeryImp      "Very important"
   3  FairImp      "Fairly important"
   4  NotVImp      "Not very important"
   5  NotAtAll     "Not at all important/Does not apply"

   JA14
   (And how important is)
   Knowledge of particular products or services?
   1  Essntl           "Essential"
   2  VeryImp      "Very important"
   3  FairImp      "Fairly important"
   4  NotVImp      "Not very important"
   5  NotAtAll     "Not at all important/Does not apply"

   JA15
   (And how important is)
   Specialist knowledge or understanding?
   1  Essntl           "Essential"
   2  VeryImp      "Very important"
   3  FairImp      "Fairly important"
   4  NotVImp      "Not very important"
   5  NotAtAll     "Not at all important/Does not apply"

   JA16
   (And how important is)
   Knowledge of how your organisation works?
   1  Essntl           "Essential"
   2  VeryImp      "Very important"
   3  FairImp      "Fairly important"
   4  NotVImp      "Not very important"
   5  NotAtAll     "Not at all important/Does not apply"

   JA17
   (And how important is)
   Using a computer, 'PC', or other types of computerised equipment?
   1  Essntl           "Essential"
   2  VeryImp      "Very important"
   3  FairImp      "Fairly important"
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4  NotVImp      "Not very important"
5  NotAtAll     "Not at all important/Does not apply"


   JA19
   (In your job, how important is)
   Spotting problems or faults?
   The problems or faults could be with your own work, someone else's work or
equipment.
   1  Essntl          "Essential"
   2  VeryImp      "Very important"
   3  FairImp      "Fairly important"
   4  NotVImp      "Not very important"
   5  NotAtAll     "Not at all important/Does not apply"


   JA20
   (And how important is)
   Working out the cause of problems or faults?
   The problems or faults could be with your own work, someone else's work or
equipment.
   1  Essntl          "Essential"
   2  VeryImp      "Very important"
   3  FairImp      "Fairly important"
   4  NotVImp      "Not very important"
   5  NotAtAll     "Not at all important/Does not apply"


   JA21
   (And how important is)
   Thinking of solutions to problems?
   The problems could be with your own work, someone else's work or equipment.
   1  Essntl          "Essential"
   2  VeryImp      "Very important"
   3  FairImp      "Fairly important"
   4  NotVImp      "Not very important"
   5  NotAtAll     "Not at all important/Does not apply"


   JA23
   (And how important is)
   Analysing complex problems in depth?
   1  Essntl          "Essential"
   2  VeryImp      "Very important"
   3  FairImp      "Fairly important"
   4  NotVImp      "Not very important"
   5  NotAtAll     "Not at all important/Does not apply"


   JA24
   (And how important is)
   Checking things to ensure that there are no errors?
   This could be with your own work or someone else's.
   1  Essntl          "Essential"
   2  VeryImp      "Very important"
   3  FairImp      "Fairly important"
   4  NotVImp      "Not very important"
   5  NotAtAll     "Not at all important/Does not apply"


   JA25
   (And how important is)
   Noticing when there is a mistake?
   This could be with your own work or someone else's.
   1  Essntl          "Essential"
   2  VeryImp      "Very important"
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3  FairImp      "Fairly important"
4  NotVImp      "Not very important"
5  NotAtAll     "Not at all important/Does not apply"

JA26
In your job, how important is
planning your own activities?
1  Essntl          "Essential"
2  VeryImp      "Very important"
3  FairImp      "Fairly important"
4  NotVImp      "Not very important"
5  NotAtAll     "Not at all important/Does not apply"

JA27
(And how important is)
Planning the activities of others?
1  Essntl          "Essential"
2  VeryImp      "Very important"
3  FairImp      "Fairly important"
4  NotVImp      "Not very important"
5  NotAtAll     "Not at all important/Does not apply"

JA28
(And how important is)
Organising your own time?
1  Essntl          "Essential"
2  VeryImp      "Very important"
3  FairImp      "Fairly important"
4  NotVImp      "Not very important"
5  NotAtAll     "Not at all important/Does not apply"

JA29
In your job, how important is
thinking ahead?
1  Essntl          "Essential"
2  VeryImp      "Very important"
3  FairImp      "Fairly important"
4  NotVImp      "Not very important"
5  NotAtAll     "Not at all important/Does not apply"

JA30
(And how important is)
Reading written information such as forms, notices or signs?
1  Essntl          "Essential"
2  VeryImp      "Very important"
3  FairImp      "Fairly important"
4  NotVImp      "Not very important"
5  NotAtAll     "Not at all important/Does not apply"

JA31
(And how important is)
Reading short documents such as short reports, letters or memos?
1  Essntl          "Essential"
2  VeryImp      "Very important"
3  FairImp      "Fairly important"
4  NotVImp      "Not very important"
5  NotAtAll     "Not at all important/Does not apply"

 IF NOT((JA30=NotAtAll) AND (JA31=NotAtAll)) THEN
   JA32
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    (And how important is)
    Reading long documents such as long reports, manuals, articles or books?
    1  Essntl        "Essential"
    2  VeryImp  "Very important"
    3  FairImp  "Fairly important"
    4  NotVImp  "Not very important"
    5  NotAtAll "Not at all important/Does not apply"


JA33
In your job, how important is
writing material such as forms, notices or signs?
1  Essntl          "Essential"
2  VeryImp     "Very important"
3  FairImp     "Fairly important"
4  NotVImp     "Not very important"
5  NotAtAll    "Not at all important/Does not apply"


JA34
(And how important is)
Writing short documents (for example, short reports, letters or memos)?
1  Essntl          "Essential"
2  VeryImp     "Very important"
3  FairImp     "Fairly important"
4  NotVImp     "Not very important"
5  NotAtAll    "Not at all important/Does not apply"


IF NOT((JA33=NotAtAll) AND (JA34=NotAtAll)) THEN
    JA35
    (And how important is)
    Writing long documents with correct spelling and grammar
    (for example, long reports, manuals, articles or books)?
    1  Essntl   "Essential"
    2  VeryImp  "Very important"
    3  FairImp  "Fairly important"
    4  NotVImp  "Not very important"
    5  NotAtAll "Not at all important/Does not apply"


JA36
In your job, how important is
adding, subtracting, multiplying or dividing numbers?
(Using a calculator or computer if necessary.)
1  Essntl          "Essential"
2  VeryImp     "Very important"
3  FairImp     "Fairly important"
4  NotVImp     "Not very important"
5  NotAtAll    "Not at all important/Does not apply"


JA37
(And how important are)
Calculations using decimals, percentages or fractions?:
(Using a calculator or computer if necessary.)
1  Essntl          "Essential"
2  VeryImp     "Very important"
3  FairImp     "Fairly important"
4  NotVImp     "Not very important"
5  NotAtAll    "Not at all important/Does not apply"


JA38
(And how important are)
Calculations using more advanced mathematical or statistical procedures?
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    (Using a calculator or computer if necessary.)
    1  Essntl         "Essential"
    2  VeryImp     "Very important"
    3  FairImp     "Fairly important"
    4  NotVImp     "Not very important"
    5  NotAtAll    "Not at all important/Does not apply"


    Jend
IF JAComp = JAResp THEN
'THANK YOU. That is the end of the section.'
' Please return the computer to the interviewer.'

    INTERVIEWER: PRESS <ENTER> TO CONTINUE.
    1  CONTINUE    "Press <ENTER> to Continue"



Section M

IF (SectionJ.JA17 IN [Essntl..NotVImp]) THEN
        M1
        Which of the following best describes your use of computers or
        computerised equipment in your job ...
        INTERVIEWER: SHOW CARD M AND READ OUT...
        1  Simple  "...straightforward (for example, using a computer for
straightforward routine procedures such as printing out an invoice in a shop),"
        2  Moderate        "...moderate (for example, using a computer for word-
processing and/or spreadsheets or communicating with others by 'email'),"
        3  Complex "...complex (for example, using a computer for analysing
information or design, including use of computer aided design or statistical
analysis packages),"
        4  Advance "...or Advanced (for example, using computer syntax and/or
formulae for programming)?"




IF (SectionJ.JA23 IN [Essntl..NotVImp]) THEN
      C1
      When your job involves
      analysing complex problems in depth
      are you able to do this effectively...
      1  Always   "always,"
      2  NrAlways "nearly always,"
      3  Often    "often,"
      4  Sometime "sometimes,"
      5  HardEver "or hardly ever?"

IF (SectionJ.JA35 IN [Essntl..NotVImp]) THEN
      C2
      When your job involves
      writing long documents with correct spelling and grammar
      (for example, long reports, manuals, articles or books),
      are you able to do this effectively...
      1  Always   "always,"
      2  NrAlways "nearly always,"
      3  Often    "often,"
      4  Sometime "sometimes,"
      5  HardEver "or hardly ever?"
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    C3
    When your job involves
    working hard even when not being supervised,
    are you able to do this effectively...
    1  Always           "always,"
    2  NrAlways    "nearly always,"
    3  Often       "often,"
    4  Sometime    "sometimes,"
    5  HardEver    "or hardly ever?"

IF (SectionJ.JA2 IN [Essntl..NotVImp]) THEN
    C4
    When your job involves
    dealing with people,
    are you able to do this effectively...
    1  Always    "always,"
    2  NrAlways "nearly always,"
    3  Often     "often,"
    4  Sometime "sometimes,"
    5  HardEver "or hardly ever?"

IF (SectionJ.JA28  IN [Essntl..NotVImp]) THEN
    C5
    When your job involves
    organising your own time,
    are you able to do this effectively...
    1  Always    "always,"
    2  NrAlways "nearly always,"
    3  Often     "often,"
    4  Sometime "sometimes,"
    5  HardEver "or hardly ever?"

IF (SectionJ.JA37 IN [Essntl..NotVImp]) THEN
    C6
    When your job involves
    carrying out calculations using decimals, percentages or fractions
    (using a calculator or computer if necessary),
    are you able to do this effectively...
    1  Always    "always,"
    2  NrAlways "nearly always,"
    3  Often     "often,"
    4  Sometime "sometimes,"
    5  HardEver "or hardly ever?"

IF (SectionJ.JA8 IN [Essntl..NotVImp]) THEN
    C7
    When your job involves
    joining in a team effort,
    are you able to do this effectively...
    1  Always    "always,"
    2  NrAlways "nearly always,"
    3  Often     "often,"
    4  Sometime "sometimes,"
    5  HardEver "or hardly ever?"

IF (SectionJ.JA24 IN [Essntl..NotVImp]) THEN
    C8
    When your job involves
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     making sure that things are correct
     (this could be with your own work or someone else's),
     are you able to do this effectively...
     1  Always    "always,"
     2  NrAlways "nearly always,"
     3  Often     "often,"
     4  Sometime "sometimes,"
     5  HardEver "or hardly ever?"

IF (SectionJ.JA25 IN [Essntl..NotVImp]) THEN
     C9
     When your job involves
     noticing when there is a mistake
     (this could be with your own work or someone else's),
     are you able to do this effectively...
     1  Always    "always,"
     2  NrAlways "nearly always,"
     3  Often     "often,"
     4  Sometime "sometimes,"
     5  HardEver "or hardly ever?"

IF (SectionJ.JA20 IN [Essntl..NotVImp]) THEN
     C10
     When your job involves
     working out the cause of problems or faults
     (the problems or faults could be with your own work, someone else's work
or equipment),
     are you able to do this effectively...
     1  Always    "always,"
     2  NrAlways "nearly always,"
     3  Often     "often,"
     4  Sometime "sometimes,"
     5  HardEver "or hardly ever?"

IF (SectionJ.JA5 IN [Essntl..NotVImp]) THEN
     C12
     When your job involves
     persuading or influencing others,
     are you able to do this effectively...
     1  Always    "always,"
     2  NrAlways "nearly always,"
     3  Often     "often,"
     4  Sometime "sometimes,"
     5  HardEver "or hardly ever?"

IF (SectionJ.JA8 IN [Essntl..NotVImp]) THEN
     C13
     When your job involves
     helping other team members,
     are you able to do this effectively...
     1  Always    "always,"
     2  NrAlways "nearly always,"
     3  Often     "often,"
     4  Sometime "sometimes,"
     5  HardEver "or hardly ever?"

IF (SectionJ.JA16 IN [Essntl..NotVImp]) THEN
     C14
     When your job involves
     having knowledge or understanding of how the organisation works,
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      are you able to do this effectively...
      1  Always    "always,"
      2  NrAlways "nearly always,"
      3  Often     "often,"
      4  Sometime "sometimes,"
      5  HardEver "or hardly ever?"


IF (SectionJ.JA13 IN [Essntl..NotVImp]) THEN
      C15
      When your job involves
      knowing how to use/operate the tools/equipment/machinery required in the
job,
      are you able to do this effectively...
      1  Always    "always,"
      2  NrAlways "nearly always,"
      3  Often     "often,"
      4  Sometime "sometimes,"
      5  HardEver "or hardly ever?"


IF (SectionJ.JA11 IN [Essntl..NotVImp]) THEN
      C16
      When your job involves
      having enough physical stamina to carry out physical activities for long
periods,
      are you able to do this effectively...
      1  Always    "always,"
      2  NrAlways "nearly always,"
      3  Often     "often,"
      4  Sometime "sometimes,"
      5  HardEver "or hardly ever?"


C17
   When your job involves
   acting without being prompted,
   are you able to do this effectively...
   1  Always       "always,"
   2  NrAlways     "nearly always,"
   3  Often "often,"
   4  Sometime     "sometimes,"
   5  HardEver     "or hardly ever?"


IF (SectionJ.JA17 IN [Essntl..NotVImp]) THEN
      C18
      When your job involves
      using a computer, PC or other types of computerised equipment,
      are you able to do this effectively...
      1  Always    "always,"
      2  NrAlways "nearly always,"
      3  Often     "often,"
      4  Sometime "sometimes,"
      5  HardEver "or hardly ever?"


IF (SectionJ.JA12 IN [Essntl..NotVImp]) THEN
      C19
      When your job involves
      being skilled enough with your hands to mend, repair, assemble,construct
or adjust things,
      are you able to do this effectively...
      1  Always    "always,"
      2  NrAlways "nearly always,"
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      3  Often    "often,"
      4  Sometime "sometimes,"
      5  HardEver "or hardly ever?"


IF (SectionJ.JA15 IN [Essntl..NotVImp]) THEN
      C20
      When your job involves
      having specialist knowledge or understanding,
      are you able to do this effectively...
      1  Always   "always,"
      2  NrAlways "nearly always,"
      3  Often    "often,"
      4  Sometime "sometimes,"
      5  HardEver "or hardly ever?"


IF (SectionJ.JA10 IN [Essntl..NotVImp]) THEN
      C21
      When your job involves
      being physically strong enough to carry, push or pull heavy objects,
      are you able to do this effectively...
      1  Always   "always,"
      2  NrAlways "nearly always,"
      3  Often    "often,"
      4  Sometime "sometimes,"
      5  HardEver "or hardly ever?"


IF (SectionJ.JA24 IN [Essntl..NotVImp]) THEN
      C22
      When your job involves
      checking things to ensure that there are no errors
      (this could be with your own work or someone else's),
      are you able to do this effectively...
      1  Always   "always,"
      2  NrAlways "nearly always,"
      3  Often    "often,"
      4  Sometime "sometimes,"
      5  HardEver "or hardly ever?"


IF (SectionJ.JA30 IN [Essntl..NotVImp]) THEN
      C23
      When your job involves
      reading and understanding written information such as forms, notices or
signs,
      are you able to do this effectively...
      1  Always   "always,"
      2  NrAlways "nearly always,"
      3  Often    "often,"
      4  Sometime "sometimes,"
      5  HardEver "or hardly ever?"


IF (SectionJ.JA32 IN [Essntl..NotVImp]) THEN
      C24
      When your job involves
      reading and understanding long documents such as long reports, manuals,
articles or books,
      are you able to do this effectively...
      1  Always   "always,"
      2  NrAlways "nearly always,"
      3  Often    "often,"
      4  Sometime "sometimes,"
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     5  HardEver "or hardly ever?"

C25
   When your job involves
   handling problems with little guidance,
   are you able to do this effectively...
   1  Always            "always,"
   2  NrAlways     "nearly always,"
   3  Often        "often,"
   4  Sometime     "sometimes,"
   5  HardEver     "or hardly ever?"


IF (SectionJ.JA33 IN [Essntl..NotVImp]) THEN
     C26
     When your job involves
     writing notes or filling in forms with correct spelling and grammar
     (for example, forms, notices or signs),
     are you able to do this effectively...
     1  Always   "always,"
     2  NrAlways "nearly always,"
     3  Often    "often,"
     4  Sometime "sometimes,"
     5  HardEver "or hardly ever?"

IF (SectionJ.JA36 IN [Essntl..NotVImp]) THEN
     C27
     When your job involves
     adding, subtracting, multiplying or dividing numbers correctly,
     (Using a calculator or computer if necessary),
     are you able to do this effectively...
     1  Always   "always,"
     2  NrAlways "nearly always,"
     3  Often    "often,"
     4  Sometime "sometimes,"
     5  HardEver "or hardly ever?"

C28
   When your job involves
   being relied upon to get the work done,
   are you able to do this effectively...
   1  Always            "always,"
   2  NrAlways     "nearly always,"
   3  Often        "often,"
   4  Sometime     "sometimes,"
   5  HardEver     "or hardly ever?"


IF (SectionJ.JA38 IN [Essntl..NotVImp]) THEN
     C29
     When your job involves
     carrying out calculations using advanced mathematical or statistical
procedures
     (Using a calculator or computer if necessary),
     are you able to do this effectively...
     1  Always   "always,"
     2  NrAlways "nearly always,"
     3  Often    "often,"
     4  Sometime "sometimes,"
     5  HardEver "or hardly ever?"
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C30
   When your job involves
   completing tasks on time,
   are you able to do this effectively...
   1  Always            "always,"
   2  NrAlways     "nearly always,"
   3  Often        "often,"
   4  Sometime     "sometimes,"
   5  HardEver     "or hardly ever?"

C31
   When your job involves
   using your initiative,
   are you able to do this effectively...
   1  Always            "always,"
   2  NrAlways     "nearly always,"
   3  Often        "often,"
   4  Sometime     "sometimes,"
   5  HardEver     "or hardly ever?"

IF (SectionJ.JA19 IN [Essntl..NotVImp]) THEN
      C32
      (When your job involves
      spotting problems or faults
      (The problems or faults could be with your own work, someone else's work
or equipment),
      are you able to do this effectively...
      1  Always   "always,"
      2  NrAlways "nearly always,"
      3  Often    "often,"
      4  Sometime "sometimes,"
      5  HardEver "or hardly ever?"

   IF (SectionJ.JA29 IN [Essntl..NotVImp]) THEN
      C34
      When your job involves
      thinking ahead,
      are you able to do this effectively...
      1  Always   "always,"
      2  NrAlways "nearly always,"
      3  Often    "often,"
      4  Sometime "sometimes,"
      5  HardEver "or hardly ever?"


   IF (SectionJ.JA4 IN [Essntl..NotVImp]) THEN
      C35
      When your job involves
      making effective speeches or presentations,
      are you able to do this effectively...
      1  Always   "always,"
      2  NrAlways "nearly always,"
      3  Often    "often,"
      4  Sometime "sometimes,"
      5  HardEver "or hardly ever?"

IF (SectionJ.JA7 IN [Essntl..NotVImp]) THEN
      C36
      When your job involves
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        counselling, advising or caring effectively for others,
        are you able to do this effectively...
        1  Always   "always,"
        2  NrAlways "nearly always,"
        3  Often    "often,"
        4  Sometime "sometimes,"
        5  HardEver "or hardly ever?"


IF (SectionJ.JA26 IN [Essntl..NotVImp]) THEN
        C37
        When your job involves
        planning your own activities,
        are you able to do this effectively...
        1  Always   "always,"
        2  NrAlways "nearly always,"
        3  Often    "often,"
        4  Sometime "sometimes,"
        5  HardEver "or hardly ever?"


IF (SectionJ.JA27 IN [Essntl..NotVImp]) THEN
        C38
        When your job involves
        planning the activities of others,
        are you able to do this effectively...
        1  Always   "always,"
        2  NrAlways "nearly always,"
        3  Often    "often,"
        4  Sometime "sometimes,"
        5  HardEver "or hardly ever?"


    IF (SectionJ.JA6 IN [Essntl..NotVImp]) THEN
        C39
        When your job involves
        selling a product or service,
        are you able to do this effectively...
        1  Always   "always,"
        2  NrAlways "nearly always,"
        3  Often    "often,"
        4  Sometime "sometimes,"
        5  HardEver "or hardly ever?"


    C41
     When your job involves
     working very hard,
     are you able to do this effectively...
     1  Always           "always,"
     2  NrAlways     "nearly always,"
     3  Often        "often,"
     4  Sometime     "sometimes,"
     5  HardEver     "or hardly ever?"


    IF (SectionJ.JA14 IN [Essntl..NotVImp]) THEN
        C43
        When your job involves
        knowing about the particular products or services related to your job,
        are you able to do this effectively...
        1  Always   "always,"
        2  NrAlways "nearly always,"
        3  Often    "often,"
        4  Sometime "sometimes,"
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      5  HardEver "or hardly ever?"


    C45
    When your job involves
    keeping going even when things get tough,
    are you able to do this effectively...
    1  Always          "always,"
    2  NrAlways    "nearly always,"
    3  Often       "often,"
    4  Sometime    "sometimes,"
    5  HardEver    "or hardly ever?"

IF (SectionJ.JA21 IN [Essntl..NotVImp]) THEN
      C46
      When your job involves
      thinking of solutions to problems,
      are you able to do this effectively...
      1  Always   "always,"
      2  NrAlways "nearly always,"
      3  Often    "often,"
      4  Sometime "sometimes,"
      5  HardEver "or hardly ever?"

IF (SectionJ.JA34 IN [Essntl..NotVImp]) THEN
      C47
      When your job involves
      writing short documents with correct spelling and grammar
      (for example, short reports, letters or memos),
      are you able to do this effectively...
      1  Always   "always,"
      2  NrAlways "nearly always,"
      3  Often    "often,"
      4  Sometime "sometimes,"
      5  HardEver "or hardly ever?"

IF (SectionJ.JA1 IN [Essntl..NotVImp]) THEN
      C48
      When your job involves
      paying close attention to detail,
      are you able to do this effectively...
      1  Always   "always,"
      2  NrAlways "nearly always,"
      3  Often    "often,"
      4  Sometime "sometimes,"
      5  HardEver "or hardly ever?"

IF (SectionJ.JA3 IN [Essntl..NotVImp]) THEN
      C49
      When your job involves
      instructing, training or teaching people,
      are you able to do this effectively...
      1  Always   "always,"
      2  NrAlways "nearly always,"
      3  Often    "often,"
      4  Sometime "sometimes,"
      5  HardEver "or hardly ever?"

IF (SectionJ.JA31 IN [Essntl..NotVImp]) THEN
      C50
      When your job involves
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     reading and understanding short documents such as short reports, letters
or memos,
     are able to do this effectively...
     1  Always   "always,"
     2  NrAlways "nearly always,"
     3  Often    "often,"
     4  Sometime "sometimes,"
     5  HardEver "or hardly ever?"

IF (SectionJ.JA9 IN [Essntl..NotVImp]) THEN
     C51
     When your job involves
     listening carefully to colleagues,
     are you able to do this effectively...
     1  Always   "always,"
     2  NrAlways "nearly always,"
     3  Often    "often,"
     4  Sometime "sometimes,"
     5  HardEver "or hardly ever?"




Section P

   P1a
   Thinking about the skills which you use in the job you have now.
   How useful would these skills be if you were to work for another employer
   in the same industry or service ...
   INTERVIEWER: READ OUT...
   1  VeryUse      "...very useful,"
   2  FairUse      "...fairly useful,"
   3  SomeUse      "...of some use,"
   4  LittlUse     "...only a little useful,"
   5  NoUse        "...or, not at all useful?"

   P1b
   How useful would these skills be if you were to work for another employer
   in a quite different industry or service ...
   INTERVIEWER: IF 'IT DEPENDS', SAY: Try to think of different
   industries or services you might go to if you were to change jobs.
   INTERVIEWER: READ OUT...:
   1  VeryUse      "...very useful,"
   2  FairUse      "...fairly useful,"
   3  SomeUse      "...of some use,"
   4  LittlUse     "...only a little useful,"
   5  NoUse        "...or, not at all useful."


Section D

   D1
   Finally, I would like to ask you a few more questions about yourself.
   Are you ....READ OUT...
   1  Married      "Married"
   2  LiveTog      "Living together as a couple"
   3  Single           "Single"
   4  Widowed      "Widowed"
   5  Separat      "Separated/divorced"
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D2a
Do you have any children under the age of 16 who are financially
dependent on you? INTERVIEWER: CHILDREN DO NOT HAVE TO LIVE IN
SAME HOUSEHOLD AS RESPONDENT, AND DO NOT HAVE TO BE BIOLOGICAL CHILDREN.
1  Yes    "Yes"
2  No     "No"


IF D2a = YES THEN
  D2b
  How many do you have?
  Range : 0..30

  D2c
  How many are under five years old?
  Range : 0..30


D3
SHOW CARD N.
To which of these groups do you consider that you belong?
1  White       "White"
2  BlKCarib    "Black - Caribbean"
3  BlkAfr          "Black - African"
4  BlkOth          "Black - Other"
5  Indian          "Indian"
6  Pakistan    "Pakistani"
7  Banglad     "Bangladeshi"
8  Chinese     "Chinese"
9  Other       "Other"
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